

CHIEF, CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION

DEFINITION:

Under general direction, to lead the County-wide Chronic Disease Prevention and Health Promotion programs provided by the Office of Public Health, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a one-position class allocated to the Health and Human Services Agency (HHS), Public Health. The Chief, Chronic Disease Prevention and Health Promotion has the responsibility for selected disease prevention and health promotion services.

EXAMPLES OF DUTIES:

Plans, organizes, directs and coordinates the medical assessment, health and wellness promotion, and administrative activities of the division of Chronic Disease Prevention and Health Promotion; develops and implements strategies to identify and prioritize chronic disease and injury threats in San Diego County; promotes interventions to improve community wellness, including the development and implementation of media campaigns; evaluates the effectiveness of programs and recommends required changes; consults with and reviews the progress of professional staff members; establishes standards of performance and evaluates staff performance; provides orientation and in-service training for staff; analyzes and interprets reports and data relating to chronic disease; prepares reports as required; conducts community development programs to advance community wellness and represents the department at various community and professional meetings; supervises the preparation of budget proposals for the division; coordinates division activities with other departmental units; writes Board letters and may be required to appear before the Board at the request of the department head; maintains a close liaison with state health authorities; develops policies and procedures; supervises a staff comprised of professional, technical, administrative and clerical classifications.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Diagnosis and treatment of chronic diseases.
- Principles of research and epidemiology.
- Chronic disease management and prevention.
- Development of health and wellness promotion initiatives.
- Evaluation of costs and benefits of division services.
- Administration of public health programs.
- Federal, state and county laws and regulations related to health management and public health.

General Knowledge of:

- Medical services provided by county and non-county agencies.
- Organization and structure of federal, state and county agencies.

- Principles of public health care systems and program planning.
- Principles and practices of personnel management, supervision, employee relations, and training.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize and lead health initiatives to enhance the well being of communities within the County.
- Supervise professional and non-professional subordinates.
- Conduct community needs assessment and program evaluation.
- Plan and implement realistic and effective proposals using available resources.
- Evaluate costs and benefits of county programs.
- Communicate effectively in both oral and written forms.
- Work effectively with diverse populations.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

1. Physician's license to practice in the State of California with board certification in preventive medicine, pediatrics, family practice or other primary care specialty; AND,
2. Five (5) years of increasingly responsible experience in preventive and community health program management.

Note: In addition to the above qualifications, a master's degree from an accredited School of Public Health is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Applicants must possess a valid license to practice medicine in the State of California.

Working Conditions:

May be exposed to contagious diseases.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).